

26 March 2018

I took a tourist ferry this week. On the deck there was a green sign which said:

## Muster Station

As there were no sheep or cattle on the ferry, I assumed that what was that this is the area to come to if there is an emergency.

I would make it red (for emergencies) and use:

## Emergency assembly point

I had a look on google, and a muster point is actually a H&S term. Who knew! Poor choice for a tourist ferry though.

## BEFORE

### Purpose

This document provides additional details, guidance and emphasis for addressing hazards in the Synlait laboratory in greater detail than general or summarised instructions found in the hazard register or emergency response sections of the site Health and Safety Manual.

It is also a place to document general laboratory hazards that are not specific to any particular test method or equipment in the laboratory.

This document should be read in conjunction with the hazard register and site/laboratory Health and Safety Manuals and does not supersede any of those.

## AFTER

### Purpose

This SOP provides laboratory-specific information for:

- Emergency contacts
- How hazards are identified and managed
- Expanded details and steps for certain laboratory hazards
- What emergency responders need to know.

The Laboratory Hazard Register has the details for all of the known hazards and their control measures.

## **BEFORE**

Good afternoon

You might already be aware of Project Foundation, which seeks to improve the financial forecasting process by implementing a series of quick-win initiatives.

This email is to confirm the start of Initiative I07 – *Improvement of Communication in the IBP Cycle*. The timeline for the initiative is approximately 4 weeks.

As the title suggests, the main focus of this initiative is to improve communication between individuals involved in the IBP process. Specifically, we will be considering improvements to the way the 'Huddle' process works.

We're planning to get together to review the process, and a number of you will receive an invitation to a workshop (date TBD). Even if you don't receive an invite, we're still interested in your feedback and encourage you to discuss any suggestions with myself, Kaye Churches or Rodrigo Haro-Alverde.

We will continue to keep you updated with any changes that will impact on your area.

Regards

## **AFTER**

Good afternoon

One of our goals this year is to improve IBP communication both from us to you, and within your own teams.

During March we're focusing on improving the way information is communicated back to your own teams after each Review Huddle – and we're doing it with the Project Foundation team who've also recognised this as one of their initiatives.

### **Huddle comms workshop**

We've found a free calendar space and booked some of you on a workshop to examine the current process and look at something that might work better.

If you're not involved in the workshop, we'd still welcome your feedback - either to me or to Kaye and Rodrigo who are steering this initiative.

Regards

## **SHELLY'S AFTER**

Hi all

Way to go on all the XXXXXX!

### **Please will you attend our Huddle Comms Workshop?**

- [when]
- [where]
- [for whom]

### **Why are we having the workshop?**

- One of our goals this year is to improve IBP communication both from us to you, and within your own teams.
- During March we're focusing on improving the way information is communicated back to your own teams after each Review Huddle
- We're doing it with the Project Foundation team who've also recognised this as one of their initiatives.

### **What do we need from you?**

- PLEASE attend the workshop!
- If you can't we'd still love to hear from you! Get in touch with me or Kaye and Rodrigo who are steering this initiative.

Thanks everyone

**From: 'Filing an annual return with a balance date ON or AFTER 31 March 2016' on the Charities Services website**

**BEFORE**

The updated annual return helps to ensure that we have accurate information about your charity on the register, and broadly aligns the financial information collected through the annual return with what needs to be reported in the financial statements or performance reports under the new reporting standards. If your charity's financial year end (balance date) is on or after 31 March 2016, you will need to submit the completed new annual return together with your charity's performance report or financial statements that comply with the new reporting standards.

*(First sentence: 47 words, second: 41 words.)*

**AFTER**

The updated annual return helps to ensure that we have accurate information about your charity on the register. The financial information you give us in this return is similar to what you need to report on in the financial statements or performance reports. These are required by the new reporting standards. You can find an explanation of these standards [hyperlinked text follows] ...

You will need to submit your completed new annual return if your charity's financial year end (also known as the balance date) is on or after 31 March 2016. You should submit this return along with your charity's performance report or financial statements. These should comply with the new reporting standards.

*(This version now has 7 sentences, each with an average of about 16 words.)*

## **BEFORE**

Reported red in December. At the end of 2016/17 XXXX requested dispensation for ESPI 5 reporting, due to the implementation of the new patient management system. We also asked for a notional buffer of 35 patients during the period instead of the 1% buffer in the policy – this recognised historical performance and indicated that XXXX was ready to work to continue to meet ESPI wait times even though the systems could not accurately reflect that in the turnover period. A letter was received on 9 February indicating that XXXX will grant the exemption on ESPI 5 to the end of June specifically for the data quality and reporting issues resulting from the PICs implementation. They have accepted our notional buffer of 35 patients and while results will be publically reported as extracted from their system, XXXX will reference the impact of data issues on the published results

## **AFTER**

Performance is red for December. XXXX has been granted exemption for ESPI 5 reporting to the end of June, specifically for the data quality and reporting issues resulting from the PIC's implementation. XXXX have also granted XXXX a buffer of 35 patients during the period instead of the 1% buffer in the policy. While official results will not reflect this, XXXX will reference the impact of data issues on the published results.

## BEFORE

**Warning**

The Internal Structure of the Investigator data model has not been rebuilt since the last upgrade of Investigator.

It is recommended that it is rebuilt before using the mapping functions as some properties may be redundant, and any properties added by the upgrade will not be visible.

The menu function 'Administration -> Tools -> XML Schema -> Administration' is used to perform the rebuild.

OK

## AFTER

**Warning**

The internal ICM schema has not been rebuilt since the last ICM upgrade.

We recommend you rebuild it before you map any data.

Rebuilding the schema adds new entity types and attributes and removes redundant ones.

Existing mapping links are not affected, unless they are linked to redundant elements.

To rebuild the internal schema, select Administration > XML Schema > Administration.

OK